

# University of Montevallo

## *Residence Hall Handbook*



## University of Montevallo Housing and Residence Life Community Expectations

Housing and Residence Life offers a unique community living environment. These Community Expectations are designed to promote and maintain an atmosphere conducive to community living and academic success. All residents are responsible for being familiar with and following these expectations. These expectations are a supplement to University policies found in the Residence Hall Handbook and the Student Handbook, "Fledgling". Any violation of the expectations below may result in judicial action.

### I. Respect for Persons

#### (a) Resident Relations

1. Residents must be mindful of the rights of others and avoid activities that unnecessarily disturb individuals or groups or interfere with the normal activities of the University. This includes, but is not limited to intimidating behavior, physical assault, hazing and unsuitable or boisterous conduct.
2. Housing and Residence Life respects and celebrates the diversity of its residents. Acts of intolerance and/or harassment due to race, ethnicity, gender, religion, disability, or sexual orientation are neither appropriate nor tolerated.
3. Residents must refrain from harassment and verbal abuse of other students.
4. Residents without roommates paying a double rate are expected to have the room prepared for a roommate at any time, as well as be receptive when assigned a new roommate.

#### (b) Noise Level

1. Quiet hours are in effect from 8 p.m. until 10 a.m. Sunday through Thursday, and midnight until 10 a.m. Friday and Saturday. During this time no noise should be heard outside student rooms and minimal sound through the walls between rooms, in hallways, common areas, and outside areas surrounding the building.
2. Moderate noise levels that promote an atmosphere of academic success should be maintained during courtesy hours (all hours other than those designated as quiet). Residents should be considerate by observing these hours. If asked to lower their noise level, residents are expected to comply.
3. Residents are expected to uphold the courtesy and quiet-hour policy outside the building.

#### (c) Residents' Guests

1. Residents who entertain visitors are expected to maintain appropriate group living behavior standards; a roommate's right to privacy will take priority over the privilege to entertain a guest.
2. Hosts should meet their guest(s) at the building entrance and escort their guest(s) at all times while in the building. At no time should any resident provide entrance to the building to someone who is not his or her guest.
3. Hosts are responsible for all actions of their guests.

### II. Respect for Health, Safety, and Welfare

- (a) Students are prohibited from keeping or using firearms (including rifles, handguns, shotguns, pistols, etc.), ammunition, fire works, explosives, weapons (including pellet, air guns, paintball guns, crossbows, etc.), or other dangerous articles or substances in the residence halls.

#### (b) Alcohol and Illegal Drugs

1. No person under 21 years of age may consume alcoholic beverages in the residence halls.
2. Students who display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action.
3. Possession of alcoholic beverages and containers is not permitted in the residence halls by individuals under 21 years of age.
4. Residents 21 years and over are not permitted to consume or have open containers of alcohol in a common area, e.g. hall ways, lounges, kitchens, bathrooms, elevators.
5. Decorative container collections (e.g. bottles, cans, bottle caps, etc.) are not permitted.
6. Possession or use of illegal drugs or drug paraphernalia are prohibited in the residence halls.
7. Kegs, beer balls, funnels, bongos, and other devices that promote irresponsible drinking are not permitted in the residence halls.

#### (c) Fire Safety

1. Activating a false fire alarm intentionally is strictly prohibited.
2. Students are not to tamper with, remove, or hang any items from any fire or safety equipment including smoke detectors, fire extinguishers and sprinkler systems/devices in the residence halls.

3. Cooking food must be attended at all times to prevent fires and unintentional fire alarms.
  4. Students must vacate the building whenever the fire alarm system is activated.
  5. Halogen lamps, candles, incense, and other open flame or incendiary devices are not permitted in the residence halls.
  6. Extension cords are not allowed unless part of a surge protector.
- (Failure to comply with any of these policies will result in disciplinary actions up to and including removal from Housing.)
- (d) Residence Hall Cooking
1. All cooking areas should be cleaned immediately after use.
  2. Grease should not be poured down the drain or over balconies and must be disposed of properly in your trash receptacle.
  3. Do not place food items/scraps in sink drain.
- (e) For personal safety reasons, the propping open of exterior doors is strictly prohibited.
- (f) Sales and solicitation
1. No door-to-door solicitation is allowed in the residence halls.
  2. All non-Housing materials to be posted in the residence halls must be approved by the Assistant Director for Residence Life.
  3. Student Housing rooms may not be used for business purposes of any nature.
- (g) Because of the health and sanitation problems they pose, pets are not permitted in the residence halls. However, residents are allowed small aquariums up to 10 gallons, which house fish that live completely submerged in water.
- (h) Students are never permitted to be out on ledges or roofs.
- (i) In consideration of safety and of students with disabilities, hallways, sidewalks and stairwells must be kept free of obstructions at all times.
- (j) Smoking is not permitted in the residence halls, including porch areas in front or back of the building. Smoking is permitted in designated smoking areas at least 25 feet from the residence hall.
- (k) Students are responsible for the cleanliness of their room and disposing of trash properly in the dumpster outside of the residence hall. Residents may be charged judicially and/or financially for special cleaning necessitated by improper care of rooms.

### **III. Respect for Residence Hall Operations**

- (a) Residence Hall Staff
1. Students will comply with reasonable requests from residence hall staff or other university officials.
  2. Students will identify themselves when asked.
  3. Students will provide true and accurate information when asked.
  4. Students will refrain from harassment and verbal abuse of staff members.
- (b) All room changes must be authorized by the appropriate residence life staff members and must follow established change procedures.
- (c) Students are not allowed to give their Montevallo IDs or room keys to others.

### **IV. Respect for Property**

- (a) Students are expected to respect Housing property as well as the property of other community members. Students shall be financially liable for damages, alterations, or removals that they cause, including damage caused by their guests, to residence hall rooms, buildings and other residents property.
- (b) Because of the potential for damage to the floor, liquid-filled furniture is not permitted in the residence halls.
- (c) Housing property may not be removed from student rooms or from public areas. Special consideration may be made for halls with older room furniture but not for furniture purchased within the past five years.
- (d) Out of respect for community property, sports and horseplay are not permitted in the hallways. (e) Screens must remain in windows at all times.
- (f) Students may not remove, alter, or tamper with door closures, peepholes or locks. Additional locks may not be added to any door.
- (g) Throwing, pouring, or dropping objects or substances (including cooking oil or grease) from windows is strictly prohibited.
- (h) Housing furniture is not to be moved outside.
- (i) Rollerblading, skate boarding, or riding bicycles inside the residence hall is not permitted.

## IMPORTANT TELEPHONE NUMBERS

UM Police Department \_\_\_\_\_ 665-6155  
 Housing and Residence Life Office \_\_\_\_\_ 665-6235  
 Your RAs phone number \_\_\_\_\_  
 Your RHDs phone number \_\_\_\_\_

### Campus Offices

Admissions (Undergraduate) \_\_\_\_\_ 665-6030  
 Athletics \_\_\_\_\_ 665-6600  
 Bookstore \_\_\_\_\_ 665-6575  
 Career Center \_\_\_\_\_ 665-6262  
 Cashier \_\_\_\_\_ 665-6065  
 Computer Services/Help Desk \_\_\_\_\_ 665-6520  
 Counseling Services \_\_\_\_\_ 665-6245  
 Disability Support Services \_\_\_\_\_ 665-6250  
 Financial Services \_\_\_\_\_ 665-6050  
 Golf Course \_\_\_\_\_ 665-8057  
 Graduate Studies \_\_\_\_\_ 665-6350  
 Harbert Writing Center \_\_\_\_\_ 665-6438  
 Health Services \_\_\_\_\_ 665-6275  
 Honors Program \_\_\_\_\_ 665-6501

International Student Advisor \_\_\_\_\_ 665-6250  
 Intramural Sports \_\_\_\_\_ 665-6565  
 Job Line \_\_\_\_\_ 665-8050  
 Library \_\_\_\_\_ 665-6101  
 Mailroom \_\_\_\_\_ 665-6145  
 Menu Line (Cafeteria) \_\_\_\_\_ 665-8532  
 Photo Lab/ID Cards \_\_\_\_\_ 665-6615  
 President's Office \_\_\_\_\_ 665-6001  
 Ramsay Hall \_\_\_\_\_ 665-6280  
 Records Office \_\_\_\_\_ 665-6040  
 Sports Information \_\_\_\_\_ 665-6606  
 Student Activity Center \_\_\_\_\_ 665-6611  
 Student Development Center \_\_\_\_\_ 665-6274  
 Student Government \_\_\_\_\_ 665-6565  
 Student Life \_\_\_\_\_ 665-6565  
 Student Retreat \_\_\_\_\_ 665-6648  
 Student Support Services (ASPIRE) \_\_\_\_\_ 665-6250  
 UM Welcome Center \_\_\_\_\_ 665-6230  
 Upward Bound \_\_\_\_\_ 665-6268  
 Vice President for Academic Affairs \_\_\_\_\_ 665-6015  
 Vice President for Business Affairs \_\_\_\_\_ 665-6010  
 Vice President for Student Affairs \_\_\_\_\_ 665-6020  
 Vice President for University Advancement \_\_\_\_\_ 665-6220



## Important Dates

(Subject to Change)

### FALL 2012

Classes Begin \_\_\_\_\_ August 27  
 Room Change Days \_\_\_\_\_ Aug. 29 - Sept. 21  
 Consolidation Day \_\_\_\_\_ September 24  
 Classes/Exams End \_\_\_\_\_ December 14  
 Move-Out Deadline \_\_\_\_\_ December 14

### SPRING 2013

Classes Begin \_\_\_\_\_ January 7  
 Room Change Days \_\_\_\_\_ January 9 - Feb. 1  
 Consolidation Day \_\_\_\_\_ January 30 - Feb. 4  
 Classes/Exams End \_\_\_\_\_ May 3  
 Move-Out Deadline \_\_\_\_\_ May 4  
 (24 hours after last Final Exam)

## Welcome!

Welcome to your new home at the University of Montevallo! Our goal is to provide a safe, well-maintained living experience where you can grow both personally and academically. Living on campus will provide you opportunities to make new friends, get involved, attend campus activities, experience personal growth and development, and hopefully have lots of fun. The on-campus experience will provide you with friends and memories that will last a lifetime!

Living on campus comes with many privileges and freedoms. As with other liberties, these freedoms come with responsibilities. Please be sure to respect your roommate and all the residents living in your community. Housing and Residence Life strives to create and support a learning environment and to promote a safe and secure community. We need your help and cooperation to create a community everyone can enjoy. As a member of the Housing and Residence Life community, we encourage you to become involved. The Housing staff will provide a number of activities on your floor and in your building. These are great opportunities to meet the other residents and to have enjoyable experiences. Be sure to get to know your Resident Assistant (RA) and Residence Hall Director (RHD). The staff is here to assist you and is a valuable resource.

Please take some time to read the Residence Hall Handbook. This information is prepared by the Housing & Residence Life staff in the hope that it will enable you to get the most from your on-campus experience. The Handbook contains contact information, community expectations, Housing policies and procedures, and other important information. Please take time to familiarize yourself with it, and if you have any questions, come by the Housing and Residence Life office located on the first floor west wing of Main Hall or contact us at 665-6235.

I hope you have a prosperous year, and we are glad you have chosen to be a part of the University of Montevallo on-campus experience.

Sincerely,

*John Denson*

John Denson

Director of Housing and Residence Life

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## REMINDER!

Please be sure to read all the information contained in this handbook. You are responsible for familiarizing yourself with these policies and our expectations of resident behavior.

## Housing and Residence Life Mission Statement

Housing and Residence Life strives to provide a safe, well-maintained living experience where students can grow both personally and academically. We believe the residential experience is an important part of the liberal arts education and hope to challenge and support students in their journey to become mature, contributing citizens in a diverse community.



## Housing & Residence Life

### Staff

Housing and Residence Life staff lives in each of the halls to help make your living experience a pleasant and enjoyable one. All staff members are trained to provide leadership, assistance and support.

### Residence Hall Director (RHDs)

RHDs are graduate student staff who supervise the Resident Assistants (RAs) within the hall. Their primary job is to coordinate the operation of the building for which they are responsible and maintain an environment conducive to learning, growth and development.



### Resident Assistants (RAs)

RAs are full-time students who are chosen for their positive attitude, leadership potential, ability to relate interpersonally, and sense of commitment. Your RA is your primary resource for information and assistance. RAs are on call evenings and on weekends to assist you with problems or emergencies. Contact information will be posted in the lobby of each building.

### Residence Hall Association (RHA)

The Residence Hall Association (RHA) is a student led and supported group comprised of residents living in the residence halls. All residents are automatic members of the RHA. The main function of the RHA is to develop and establish a communication link between the residents living within the residence halls and Housing and Residence Life. Every resident is encouraged to get involved in the RHA. Details about RHA can be obtained from the Housing office.

### Housing & Residence Life Staff On-Duty

In order to ensure that a resource person is available to residents nightly, each building will have a Resident Assistant (RA) on-duty from 6:00 pm – 8:00 am. If residents need assistance when their RA is not available, they are to contact the RA on-duty in their residence hall. The RA on-duty will be available in their room unless they are responding to a residence hall emergency or conducting rounds. Signs are posted in the lobby area of the buildings indicating how to contact the RA on duty.

### Office Staff

The staff in the Housing and Residence Life office is responsible for the administrative coordination of Housing. If you have questions concerning Housing policies and procedures, room assignments, maintenance, housekeeping or judicial procedures, please visit the Housing and Residence Life office in Main Hall. This is the location of the Director of Housing and Residence Life, the Assistant Director, the Office Manager, and the Assignments Coordinator.

### Residence Hall Chaplains

Each residence hall is assigned a chaplain from the Campus Ministry Association (CMA). These men and women are available to assist students in many ways. To find out contact information for one of the hall Chaplains or more information about CMA, contact CMA advisor John Denson at 6235.

### Faculty Fellow

A full time faculty member will serve as a “Fellow” for each floor of the Residential College. The residential college experience is established to create an academic environment that encourages formal and informal interaction between students, faculty, and staff outside the classroom to enhance the learning experience both personally and academically. Faculty Fellow work five office hours in the building, plan activities, attend programs, and assist residents.

### Employment Opportunities

There are several employment opportunities for students in the Housing and Residence Life office. Applications are available for office assistants, micro-fridge managers, Resident Assistants, and Residence Hall Directors.

\*Applications are available in the Housing and Residence Life office

\*\*Each year, two people are hired to assist with all rental equipment. When they are working in your building, they will be wearing a name badge to identify themselves at all times.

## YOUR ROOM

### Moving In

Prior to your arrival, each room was inspected and existing conditions were listed on the Inventory form. It is the responsibility of the resident to make sure that any discrepancies are noted to prevent being charged for damages or missing items. Residents complete the Inventory form with their RA when they move in. Failure to review and sign the Inventory form will result in your acceptance of the Inventory form and waiving the right to challenge any discrepancies.

### Furniture

If you want to bring furniture from home, you may store old University furniture in your hall's storage area if space is available. University furniture purchased within the last

five years cannot be moved into storage. Storage space is limited. If there is not enough space to store your furniture, it must be kept in your room. Check with a staff member for information about storage areas and guidelines. You may only store furniture when there is a staff member on-duty in your building. Remember that it is your responsibility to return the furniture to your room prior to the day the halls close. Failure to do so will result in a charge to your account. Water beds are not allowed in residence halls.

### **Lofts**

You may not construct a loft for your room. Any loft must be a free-standing collegiate bed loft ([www.cblorder.com](http://www.cblorder.com)). Collegiate loft bed will remove the loft after you move out. The University assumes no liability for injury or damage due to lofts.

### **Bed Bunking**

Bunking the beds is a great way to create more space in your room. Stacking of other furniture is not allowed. You can purchase the appropriate bunkers for your beds from Housing and Residence Life. The metal stilts used in Brooke and Main are sold for \$30. The pegs used in Tutwiler, Lund, Hanson, Peck, and Napier are \$10. Please call the Housing and Residence Life office if you would like to place an order for bunkers.

### **Appliances**

Compact refrigerators consuming 1.5 amps of electricity or less are allowed in individual rooms. If you have a refrigerator in your room, a \$15 per semester energy surcharge will be assessed (\$5 per summer term). There are a limited number of Micro-fridge (fridge/freezer/microwave) units available for rental through the Housing and Residence Life office. Due to energy restrictions, individual microwaves are not allowed in residence hall rooms except for Peck Hall and the Residential College. In a common area of every residence hall a microwave is available for your use.

### **Keys**

All residents receive their necessary keys at check-in. Each resident is responsible for his/her keys and should carry them at all times. Do not lend your card key or room keys to anyone. Residents are responsible for the replacement

cost of any key or card key. All keys are the property of the University of Montevallo and may not be duplicated under any circumstances. If you lose your key, report it immediately to the Housing office. The lock will be changed for your protection and your account will be charged \$75 for the lock change.

\$150 for lock change in the Residential College.

### **Lock Out Keys**

If you find yourself locked out of your room between 8am and 5pm, Monday through Friday, come to the Housing office to borrow a "lockout" key. This key must be returned within 24 hours. If you are locked out after office hours, see the RA on duty in your building. There will always be a staff member on duty between the hours of 6pm and 8am. If you need assistance on the weekend, please call the RA on duty or the UM police at 665-6155.

### **Pets**

For health and sanitary reasons, pets (except fish) are not permitted in the residence halls. Small aquariums up to 10 gallons which house fish that live completely submerged in water may be kept in your room. Students with disabilities that require the assistance of an animal must immediately present certification from their doctor for the need of the animal, certification that the animal has been trained for their specific needs, and has been registered in the office of Disability Support Services, 665-6250

### **Room Cleaning**

Residents are responsible for cleaning their rooms/apartments including the kitchen and bathrooms. In a group-living situation, pest control can be an issue. Garbage, uncovered food and empty cans and bottles provide excellent breeding areas for roaches and other pests. Please wrap food and dispose of garbage and recyclables on a regular basis. Trash and garbage from your room must be placed in designated receptacles only. It is imperative that the current resident keep the room/apartment in a condition that is acceptable at all times (i.e. cleanliness, adequate storage space, closet space, etc.) for receiving a new roommate. Upon moving out, the room/apartment must be left in a clean, acceptable condition. This is applicable even if one roommate is moving and the other roommate is staying. Failure to comply with this request will result in the roommate moving out being charged. The remaining roommate will be responsible for bringing the room/apartment up to acceptable standards.

### **Health and Safety Inspections**

Housing and Residence Life personnel inspect all rooms/apartments to ensure compliance with basic health and safety standards. These inspections are conducted monthly and are unannounced. Residents whose room/apartment do not pass inspection have at least 48 hours to correct infractions. If the room/apartment fails to pass the second inspection, a \$25 fine will be added to each resident's student account. Failure to correct infractions after the second inspection can result in



an increased fine or removal from Housing. Conflicts between roommates regarding shared cleaning responsibilities must be resolved prior to the beginning of the inspection process.

The following is a list of expectations for Health and Safety Inspections:

- Floors must be swept, mopped, and cleared of objects that may obscure a pathway for entrance or exit. There must be a clear pathway from the door to the window.
- Dishes must be washed.
- Food in the refrigerator and freezer must be covered or in a container.
- Trash must be taken out regularly.
- Bathtubs and sinks must be cleaned regularly to prevent soapscum and mildew.
- Any other policy violations will be noted and sanctioned during health and safety inspections.

### Room Decorations

We encourage residents to personalize their room. Room decorations can transform your room into a comfortable home, but certain restrictions are necessary. No colored light bulbs are permitted in University-provided light fixtures. Wall murals are not permitted. Only removable adhesive or white putty can be used. Please take care to hang items so that walls are not damaged. Double sided tape, contact paper and wallpaper are not permitted.

#### Specific guidelines for room decorations:

- (1) Only artificial holiday trees are permitted. Bring trees in by stairwells or elevators. Do not allow lighting wires to come in contact with metallic parts of the tree.
- (2) Provide safe distance between all displays, and do not string decorations from room-to-room or from hallway-to hallway.
- (3) All decorations must be flameproof or fire retardant. Check package labels to ensure fire safety. Materials not generally flameproof include natural leaves, tree branches, cornstalks, hay, cotton, and batting.
- (4) Electrical devices such as lights, etc. must be UL approved. Electrical cords must not have frayed parts or loose connectors.
- (5) Any decoration with an open flame such as candles, incense, gas or oil-fired lanterns is prohibited.
- (6) Turn off all decorative lights before leaving your room/apartment.
- (7) Halogen lamps are not permitted.
- (8) Hanging anything from the ceiling and/or fire safety equipment/devices is not permitted.
- (9) String hanging lights are not permitted outside your room/apartment.

### Windows and Screens

As a safety feature, certain windows in the apartments have been equipped with devices to limit the distance they can be opened. It is vital that these clips not be removed or altered.

Removal will result in a replacement charge. Screens and

blinds must not be removed. Displays or any form of window covering may not be placed between blinds and window or hung outside the window. The throwing of objects from windows is strictly prohibited. Failure to comply will result in disciplinary action.

### MOVING OUT



Upon moving out, you must schedule an appointment with an RA to inspect your room/apartment for damages and cleanliness. The RA will complete the “check-out” portion of the Inventory form at this time. It is the resident’s responsibility to carefully review the Inventory form, note any discrepancies in the check-out condition of the space, and sign the form to completely and properly check out of his/her assigned space. All keys should be returned to the RA. Any charges will be posted to your student account. A minimum fine of \$25 will be assessed to your student account if the room /apartment, including all appliances and fixtures, is not left in a clean condition. Furniture, bedding and household appliances may not be disposed of in the University trash dumpsters. Residents are responsible for appropriate trash removal and disposal. All rooms will be re-inspected once the residence hall is empty for the summer. The Department of Housing and Residence Life reserves the right to bill the resident for damages found during the final building inspection.

#### Checkout Guidelines

1. Remove all personal belongings.
2. Clean bathroom and kitchen areas.
3. Mop or Vacuum the floor.
4. Take all trash out to trash bin.
5. Return all UM owned furniture to the room.
6. Close and lock your windows and lower your blinds
7. Turn off lights.
8. Turn A/C or Heater on low.
9. Turn in Key.

### Holidays

All residence halls except Peck Hall, Lund Hall and Brooke Hall are closed during school break periods, and residents are not allowed to stay in their rooms while the halls are closed. You do not have to move your belongings out of your room for Thanksgiving, Winter, or Spring Break. Before you leave for a holiday, be sure you follow the guidelines which



apply to holiday check out. Your room will be checked after you leave for compliance. Failure to comply may result in a minimum \$25 penalty per violation.

**Holiday Checkout Guidelines:**

1. Clean bathroom and kitchen areas.
2. Mop or Vacuum the floor.
3. Take all trash out to trash bin.
4. Close and lock your windows and lower your blinds.
5. Turn off lights.
6. Check posted signs about A/C or Heater.
7. Unplug all items in your room except for; phone, aquarium, and refrigerator.

## Room Assignment Issues

**Residency Requirement & Eligibility**

All first year students not yet 19 years of age are required to live on campus unless they are married or living with parents or guardian. In addition, in order to be eligible to live on campus, you must be a high school graduate and be enrolled for at least 6 hours of classes as an undergraduate student (3 hours per summer term) or 3 hours for a graduate student. Access to the University of Montevallo Housing is also limited to students who are academically in "Good Standing": this means not on academic or disciplinary suspension. Any exceptions must be approved by the Director of Housing and Residence Life.

**Room Sign-Up Days**

Every semester residents receive a Room Intent Form. It is important to turn in this form, or you will not have a reservation for the next semester. About 2 weeks after this form is distributed, current residents can sign up for a new room for the following semester at the HRL office. If you want to keep the same room for the following term, indicate that on the Room Intent Form, and you won't need to come to Room Sign-Up Days. If no specific roommate request is made, a roommate will be assigned based on the information given in the Personal Data Survey section of the Room Intent Form.

**Room Change Days**

Room Change Days begin shortly after classes begin and last three weeks. If you wish to change your room assignment, you should request the room change in the Housing and

Residence Life office. Room changes are not allowed after this time except in unusual circumstances. Room change requests are not automatic and must be approved. Residents who change rooms without following the proper room change procedure will be required to move back to their original room. All room changes must be initiated in the Housing and Residence Life office. Unauthorized room changes will result in a \$25 per day penalty, and you may be asked to move back to your original room. Exceptions will be at the discretion of the Director of Housing. The Department of Housing and Residence Life reserves the right to change the date for room change. There is a fee for room changes after the room change process is complete.

**Cancellation Fees & Dates**

Requests for cancellation of a housing assignment must be submitted in writing directly to Housing and Residence Life, Station 6235, Montevallo, AL 35115.

**FALL TERM****Through July 15th**

No cancellation fee applies. A full refund of the Housing deposit will be made.

**July 16th through first day residence halls open.**

Cancellation requires the forfeit of 50% of deposit, but no additional fees.

**First day residence halls open through the end of Spring Term**

Cancellation requires forfeit \$100 deposit, prorated rent for time on campus, and \$250.00 fee.

**SPRING TERM**

New residents receive \$100 deposit if cancelling by December 1st. Between December 2 and first day residence halls open receive 50% of deposit. Cancellations after residence halls open forfeit \$100 deposit, prorated monthly rent for time on campus, and pay \$250.00 fee.

Returning students forfeit \$100 Housing Deposit, pay prorated monthly rent, and pay \$250.00 fee.

Students who withdraw from the University of Montevallo forfeit \$100 Housing deposit, pay prorated monthly rent, but are not charged the \$250.00 fee.

**Consolidation**

Sometimes residents who do not want to pay for a private room end up in a double occupancy room alone. This happens for a variety of reasons: roommates who have chosen not to move in, late cancellations, and room changes. Consolidation is the pairing up of residents who are alone in double occupancy rooms and who do not want to pay for private rooms.

Once the term begins, instead of arbitrarily reassigning students who do not have a roommate, they are given the



opportunity to find a roommate by the end of Room Change Days. Residents who need a roommate are encouraged to start meeting people early in the process.

Residents who still do not have a roommate by the end of Room Change Days are reassigned and paired up by the Housing Assignments Coordinator. If you choose not to be reassigned, the private room charge will be added to your bill. Room changes are not allowed once this process is complete.

### **Private Rooms**

You may request a double occupancy room as private, but private rooms are not guaranteed and will be granted only on a space-available basis after all students requesting housing have been accommodated and after the “no-show” date (5pm on the first day of classes). If space becomes available in your double occupancy room, you may request it as a private. Empty rooms will be offered as private rooms beginning the first day of room change days.

### **Roommate Bill of Rights**

- The right to sleep and study free from undue interference in one’s room. Unreasonable noise, guests, and other distractions inhibit the exercise of this right.
- The right to expect that a roommate will respect one’s personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one’s room and facilities without pressure from a roommate.
- The right to privacy.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect cooperation in the use of “room-shared” appliances and a commitment to honor agreed-upon payment procedures.
- The right to be free from peer pressure or ridicule if one’s lifestyle choices differ from one’s roommate.
- The right for redress of grievances. Residence life staff members are available for assistance in settling conflicts.

### **Getting Along With Your Roommate**

You and your roommate will not only be sharing a living area together, you will also be sharing your habits, your values, and your emotional ups and downs. There will be differences between you, as you are unique individuals, so getting along will require ongoing communication. You can greatly enhance the chances of having a good relationship with your roommate if you make a sincere attempt to get to know each other well and to accept and respect each other’s differences. We strongly encourage you to share the following information with each other as soon as you can: how much sleep you need and when you like to get it; how important it is for you to have a clean, neat room; your study habits; your possessions, what is okay and not okay to borrow; how you feel about guests in the room; some things that really annoy you. If you and your roommate do not agree on something, take time to talk it out communicate with one another! In order to assist you with this process, RAs are available to work with residents

to fill out roommate agreements. A roommate agreement is a document used to guide new roommates through the process of determining standards for shared living space. The agreement is kept on file in the residence hall and can be referred back to or amended as needed.

### **Visitation**

Visitation is a privilege that allows you to have guests in your room. Visitation hours are 12pm-12am Sunday through Thursday and 12pm-2am Friday and Saturday. At this time guests (including family members) may visit you in your room. A roommate’s right to privacy will take priority over the privilege to entertain a guest. These guests must be escorted at all times in the buildings. Any violation of this policy will be considered a serious behavioral violation and will be confronted immediately. Residents of the building are expected to assist in the enforcement of this policy by reporting any violations to hall staff.

#### **NOTE:**

It is important that you be courteous to your roommate while having visitors. Be sensitive to his/her right to privacy. Community bathrooms are single sex only. Guests of the opposite sex are not allowed to use showers in the community bathrooms or in the guest facilities. When guest facilities are not available, the community toilets may be used. The host or hostess must escort the visitor to ensure resident privacy.

### **Peck Hall**

Residents who wish to live in Peck Hall must come by the Housing and Residence Life office to get on the waiting list (you must be a current resident to get on the list). It usually takes a year or more to reach the top of the list. If a student signs up to live with a current resident, the current resident must live in the room for the entire semester. No priority for assignment to Peck Hall is given except to married couples who are both enrolled in class and disabled students meeting specific requirements.

Because Peck is not a traditional style residence hall, there are a few things that are different for Peck residents. The other policies published in this document also apply to Peck residents, so be sure to read and follow them as well.

#### *Damage Policy*

As in any residence hall, if you or your guests damage your room or the appliances in your room, you will be responsible for the cost of the repairs. This includes fire damage if the fire was caused due to error negligence on your part. The cost of repair will be divided evenly among all roommates unless one or more roommates claim responsibility.

#### *Visitation*

Residents of Peck are expected to follow the same visitation hours except you are able to have four overnight guests in a 30 day period. Residents must complete an overnight guest form and have permission from their roommate(s). Note that a roommate’s privacy will take priority over the

privilege to entertain guest. Residents who do not have a roommate must still complete a form with the Residence Hall Director prior to the scheduled night of visitation. Cohabitation is not tolerated. Failure to follow the visitation guidelines will result in loss of visitation privileges and other sanctions.

#### *Insurance*

Since fire damage can be expensive to repair, it is a good idea to have insurance to cover these costs...just in case! Check with your parents to find out if the cost to repair damages would be covered under their homeowner's insurance. If the answer is no, please consider purchasing insurance coverage for your own financial protection. The Housing and Residence Life office has information on one such policy.

#### *Meal Plans*

Upperclassmen living in Peck Hall are not required to have a meal plan. However, all freshmen living in Peck are required to purchase a meal plan.

#### *Microwaves*

Separate microwaves are permitted in Peck. There is a \$15 per semester energy surcharge (\$5 for each summer term) for each microwave. See Housing and Residence Life to pay the surcharge.

#### *Noise*

Because of the courtyard layout in Peck, noise can be a problem. Please do not shout at others from the courtyard or balconies.

#### *Married Couples*

Legally married couples are allowed to live together in Peck as long as both people are registered for the minimum required class hours.

#### *Children*

Children are not permitted to live in Peck Hall or in any other University residence hall.

#### *Bathroom Care*

Only use soft, gentle cleaners for the tub and shower. Abrasive cleaners such as drain cleaners and other harsh chemicals are damaging to the fixtures.

### **Greek Housing**

This section provides information for Greek organizations



renting space in residence halls for use as chapter room and/or office, and organizations which have rooms reserved during Room Sign-Up Days and Room Change Days.

#### *Reserved Rooms*

Until assignments for new residents are made, only members are allowed to sign up for those spaces reserved for your organization. Keep in mind that rooms and spaces in rooms not filled by your organization can and probably will be filled by Housing and Residence Life.

#### *Room Intent Forms*

Shortly after mid-semester, every resident will receive a Room Intent Form (RIF). These forms tell the Housing and Residence Life office whether or not the resident would like to keep the same room for the following term. If your organization has room-draw, or some other room selection process, Housing and Residence Life suggests that the selection process take place before the RIFs are due back to the RAs. If members of your organization intend to change rooms, they should indicate on their RIF that they will not be staying in the same room next term. It will then be available for another member of your organization to reserve. Be sure your members do not request their room back for the following term unless they plan to live in that room! There may be a mistaken belief that by indicating they plan to keep the same room, they are "holding" their room for another member and an independent will not be assigned there. Actually the opposite usually happens. If they "hold" their room and then cancel it later, an independent probably will be assigned there. It's always best to give up the room on the RIF if you know you are not going to live there the following term.

#### *Private Rooms*

Members who request a private room risk being assigned a new, independent resident as a roommate. It's a good idea to go ahead and sign up with another member and then try to get a private room after the beginning of the term.

#### *Room Sign-Up Days*

A representative of your organization may come to the Housing and Residence Life office before Room Sign-Up and make a copy of the floor chart for the hall. It will tell them who has requested the same room for the following term and will show which rooms/spaces will be available. This chart is for your information only. Do not fill it in and turn it in to the Housing and Residence Life office! Members that are changing rooms must come to the Housing and Residence Life office during Room Sign-Up Days. All room changes must be processed at the Housing and Residence Life office, and the request must be made by the person changing rooms! During Room Sign-Up Days members will be allowed to sign up for spaces in the rooms reserved for your organization. If you cannot fill all the spaces, then you may want to try and fill all the rooms on one end of your hall, so your group will be closer together. Empty rooms and spaces in rooms with members will be filled by the



Housing and Residence Life office when new assignments are made. Only members may sign up in your organization's reserved rooms during Room Sign-Up Days. Requesting a private room may result in having a non-Greek roommate, especially for women in the fall. All room changes must be made in the Housing and Residence Life office during Room Sign-Up Days. Fill as many rooms as possible with your members!

#### *Assignment Timing*

Spaces on Greek floors are reserved only for members until new assignments are made. Available rooms and spaces in rooms on Greek floors are filled last. For the Fall term, new assignments are made at the end of May and Greek spaces may be filled during this time. Housing and Residence Life suggests that all spaces be filled before school is out in May. The timing for the Spring term is a little tighter. New assignments are made just a week or two after Room Sign-Up Days. Occupancy is usually down in the spring so the rooms/spaces on Greek floors are protected longer. Housing suggests that all changes be made before the halls close for Christmas break.

#### *Chapter Rooms –General Info*

In addition to a chapter room, some organizations also rent space for an office. In the paragraphs below, the term chapter room refers to any space rented by the organization. Offices and chapter rooms are rented to Greek organizations for business purposes only. No one should live in these spaces. The one exception would be advisers from the national office. In this situation, they may stay with the permission of the Director of Housing for up to three nights. These visitors will pay a daily rate of \$15.

#### *Chapter Room Contracts*

Each Greek organization renting space in a residence hall for a chapter room and/or office must sign an annual contract with Housing and Residence Life. The contracts will be mailed to the organization's UMPO box in April each year. The contract must be signed by the organization's president and returned to the Housing and Residence Life office by May 1. A summer contract form will also be mailed at that time and must include the name, UM ID, and summer phone number or a designated summer contact. No one will be allowed in the chapter room without notification from the summer contact person. In addition, the president of each organization renting space in the residence hall system must agree to attend a mandatory meeting with Housing and Residence Life at the beginning of the fall term.

#### *Chapter Room Rent*

Rent for your organization's chapter room is paid each term. The rent for the Fall term is due on September 30, and the rent for the Spring term is due on January 31. Rent must be paid in the Housing and Residence Life office, and the organization will be issued a receipt for the rent paid. Should the organization become delinquent in paying the chapter room rent, the locks on the chapter room will

be changed, and the organization will be charged for the lock change. Access to the facilities will be denied until arrangements have been made with Housing and Residence Life to bring the account up-to-date. The University of Montevallo and the Housing and Residence Life office are not responsible for loss of or damage to personal or sorority/fraternity property. If belongings are damaged or lost, the claim must be filed with your private insurance company for recovery of cost. You are encouraged to purchase insurance to cover loss or damage. This policy includes damage and loss due to water, fire, mildew, theft, natural disaster, etc.

#### *Decorating Chapter Rooms and Hallways*

Any change in décor in residence hall rooms or hallways, including Greek floors and chapter rooms, must be approved by the Housing and Residence Life office and the Physical Plant before work begins. The organization must bring a detailed description of their proposed décor along with paint, carpet, and wallpaper samples, if applicable, to the Housing and Residence Life office. The description should include the work to be done, who will be doing the work, the start date and when it should be completed, and a contact name and phone number. Once the proposal has been reviewed by the Housing and Residence Life office and the Physical Plant, the Housing and Residence Life office will notify the contact person for the organization and make recommendations for changes or grant approval for the project. Any guidelines provided by Housing and Residence Life or the Physical Plant must be followed, and the work will be inspected after completion for compliance with the guidelines. The University is not responsible for loss of property, damage or vandalism to personalized areas of the building. Please keep in mind that contracted groups stay in the buildings over the summer months and may be assigned to Greek floors.

#### *Securing the Chapter Room*

There are two ways to secure a chapter room. The existing key to the chapter room may be checked out through the Housing and Residence Life office by the president of the organization. Once the key is checked out, it is the responsibility of the organization to see that the key is passed down to subsequent presidents. If the key is lost, the president should report the loss immediately to the Housing and Residence Life office. The lock will be changed, and a \$60 charge per lock will be assessed to the organization. Another way to secure a chapter room is to install a combination lock. To have a combination lock installed, the president of the organization must contact the Housing and Residence Life office for approval. Once approval has been granted, the organization will arrange with the UM locksmith through the Physical Plant for payment for the lock and labor and to schedule installation. The combination must be provided to Housing and Residence Life and the UM Police Department. Housing and Residence Life and the UM Police Department strongly encourage organizations to keep their chapter rooms secure at all times.



#### *Access to the Building for Members*

Members of the organization who do not live in the building where their organization's chapter room is located can have their UM ID cards updated so they have access afterhours. In order for those members to gain access to the building, the president of the organization must present a list to the Housing and Residence Life office with the names and UM ID numbers of the members needing access. The members will be given access to the building for one year only. An updated list must be submitted to Housing and Residence Life each fall.

#### *Health and Safety Inspections*

During the third week of each month, the Housing and Residence Life staff will inspect the chapter room to ensure that the organization is in compliance with Housing and Residence Life Policies. If a violation is found, the organization will be written up and disciplinary action will be taken. Be sure all members are familiar with all policies.

#### *Room Entry*

University officials, including Housing and Residence Life staff members, reserve the right to enter the chapter room, locked or unlocked, at any time it is deemed necessary. Entry may be required for the immediate resolution of problems such as rule enforcement, maintenance problems, illness, hazards, and other similar emergency situations. Housing and Residence Life staff members are not allowed to let anyone into the chapter room.

#### *Housekeeping*

It is the responsibility of the organization to clean the chapter room. The housekeepers are responsible for routine cleaning of the hallways, hall bathrooms, and common areas of the building. They are not, however, responsible for cleaning those areas if they have been unreasonably treated (excessive amounts of trash left in the halls or common areas; toilets which have been intentionally stopped up; vomit in the bathrooms; excessive amounts of tracked in mud; etc.). It is the responsibility of the residents of the hall to keep those areas reasonably clean by cleaning up after themselves.

#### *Parties*

Organizations are not allowed to host or sponsor parties on the hall or in the chapter room.

#### *Trash*

All trash should be collected in plastic bags and placed in the garbage bins located outside each residence hall. Trash should never be left in the hall bathrooms, hallways, stairwells, individual rooms, or chapter rooms.

#### *Vandalism*

Each organization is responsible for the condition of the hall. If a room is damaged or its furnishings are damaged

or lost, then the organization can be held responsible for repair or replacement. All the residents of a floor/building will be required to share the expense of repairing or replacing property in common areas when such repairs are determined to be above and beyond normal wear and tear and the individual(s) responsible are not known. The cost will be divided among the residents of the floor or hall or the organization and added to their student bills. Billing to the organization will be applied as a result of damage or vandalism to common areas of the hall or building, electronic access equipment, trash in common areas, etc.

#### *Summer Issues*

Over the summer break, conferences or other groups may be temporarily occupying space on Greek floors. Organizations should secure composites and/or other items commonly left in the hallways or common areas in their chapter room in order to avoid theft or vandalism. The University is not responsible for loss of property, damage or vandalism to personalized areas. Personal furniture and items should not be left in the chapter room or offices over the summer break. On the contract for the term, each organization must provide Housing and Residence Life with a summer contact name and summer phone number in case Housing and Residence Life needs to get in touch with a member of the organization during the break. The organization must also provide the name, UM ID, and summer phone number of person in the organization who will be given access to the building for the summer break. Any member of the organization needing access to the chapter room over the summer break must contact that person to gain access to their chapter room. During the summer, Housing and Residence Life will not provide access to the building or chapter room for member or others requesting access. Be sure all members are aware of the policy and who your group contact person is.

#### *Policy Violations*

Violation of any University policy will incur some form of disciplinary action. Charges of violation of hall policies are brought by staff members or other residents and are dealt with by the Housing and Residence Life office and, in some cases, in conjunction with Student Activities. If an organization is in violation of Housing and Residence Life and/or UM policy, an incident report will be submitted to the Housing and Residence Life office by the complainant with a copy of the report going to those involved in the violation or the president of the organization. The violation may be treated one of two ways. It may either be determined that the individuals will be sanctioned for the violation or the organization may be sanctioned, in which case, the organization's president will be notified of the violation and will subsequently be provided with a sanction and the date the sanction is due. The University of Montevallo residence hall behavioral concerns process operates on a point system. Sanction points will be assigned to the organization's record in the Housing and Residence Life office if the organization is found to be in violation

of policy. Organizations which accrue twelve sanction points will forfeit the use of their chapter room for the remainder of the semester or the subsequent semester depending on the timing of the forfeiture and severity of the violation. Once sanction points are assigned for a violation, they will remain on the organization's record for four years. After two years, those points will no longer count toward the total. Violation of Housing and Residence Life and/or University policies may also result in other forms of discipline. For example, the organization may be sanctioned to perform community service, present a program for the hall, etc. It is the responsibility of the organization to complete the sanction in a timely manner or incur additional sanctions. If a sanction includes a monetary fine, the amount of the fine will be added to the president's account with the University. Once the sanction has been received, the organization has the right of appeal. Appeals must be submitted in writing to the Director of Housing and Residence Life. A request for an appeal must be submitted within 72 hours following notification of a sanction. In the event of an appeal, the initial sanction shall be stayed until the appeal is decided.

### **Honor Students**

Students who wish to live in the same residence community with other honors students are provided with this opportunity. We have set aside rooms on the top floor of two of our most popular residence halls for our honor students. These floors will observe "quiet hours" from 7pm-10am Sunday through



Thursday to enhance the study time for our students. The honors floor in the woman's residence hall, Brooke Hall, also has a large room where students can gather and socialize or study. To be eligible to live on these floors, one must be an active member of the Honors program. Because of a limited number of spaces reserved for honors students, private room requests will not be honored on the honors floor.

### **Summer Camps/Conferences**

Camps/Conferences are housed in Housing residence halls during summer terms. Residents needing to remain on campus for the summer terms are relocated to other residence halls. Housing reserves the right to relocate any student to another room or building during the summer term.

## Services

### Cable TV

College Cable Services 1-800-472-2054

Each residence hall room is equipped with cable TV access. This service is provided by College Cable Services. If you are having cable problems, call the toll free number provided above.

### Channel Listings

2	Teleguide
3	Community CH
4	WIAT (CBS) 42 B'ham
5	Spike TV
6	WBRC (FOX) 6 B'ham
6	HD WBRC (FOX) 6 B'ham
7	BET
8	WTBS
9	WGN
10	WBIQ (PBS) 10 B'ham
11	WCFT (ABC) 33/40 B'ham
12	Animal Planet
13	Message Channel
13.1	HD WVTM (NBC) 13 B'ham
14	<b>HBO</b>
15	<b>HBO 2</b>
16	
17	<b>HBO Family</b>
18	<b>HBO Signature</b>
19	ABC Family
20	Oxygen
21	Lifetime
22	A&E
23	The Learning Channel
24	Discovery Channel
25	History Channel
26	Weather Channel
27	CNN
28	E!
29	VH-1
30	Headline News
31	Tru TV
32	WVTM (NBC) 13 B'ham
33	C-SPAN
33.11	HD WCFT (ABC) 33/40 B'ham
33.12	HD (ABC) Weather
34	MCS (educational)
35	
36	Bloomberg Television
37	Fox Business CH
38	CNBC
39	MTV
40	ESPN
40.1	HD ESPN
41	WTTQ (CW) 21 B'ham
42	Cartoon Network
42.1	HD WIAT (CBS) 42 B'ham

42.3	HD (CBS) Weather
43	ESPN News
44	ESPN Classic
45	FOX News
46	C-SPAN 2
47	WABM (MNT) 68 B'ham
48	MTVU
49	CBS College Sports Network
50	FX
51	FUEL TV
52	Gameshow Network
53	MTV2
54	National Geographic
55	SoapNet
56	TV Land
57	TV ONE
58	WE: Women's Entertainment Network
59	CMT
60	USA
61	Food Network
62	Travel Channel
63	HGTV
64	Fox Soccer
65	ESPNU
66	MSNBC
67	AMC
68	Nickelodeon
69	ESPN 2
70	TNT
71	Comedy Central
72	SYFY
73	Biography
74	Current TV
75	ESPN Deportes
76	FIT TV
77	History International
78	Lifetime Movie Network
79	NFL Network
80	Travel CH
81	VH-1 Classics
82	Chiller
83	OWN
84	Cooking CH
85	Fox Movie CH
86	Fuse
87	Versus
88	IFC
89	Planet Green
90	REELZ
91	Science CH
92	TV Guide

(HBO is a Premium Channel and is available at an additional cost)



### Internet Access

By definition, the Internet is an open access environment. Residents at the University of Montevallo are provided Internet access through wireless internet in all the residence halls. The password is **gofalcons** (make sure you use all lower case and no spaces). To report any Internet or Cable problems, please contact:

Internet problems or questions: 1-888-467-9004

Cable TV problems or questions: 1-800-472-2054 ext. 222

### The Dining Hall

The Anna Irving Dining Hall is conveniently located in the center of campus. It offers a wide variety of food options. You can choose an entrée and vegetables from our traditional line or for a little bit more adventure you can try our display cooked-to-order selections, order a burger and fries, make your own sandwich, create your own salad, or enjoy pizza and pasta. All residents, except those who live in Peck Hall and non-freshmen living in the Residential College, must purchase a meal plan. There are also a number of options available where students can use their flex points for food and beverages.

### Garbage Removal

A dumpster is conveniently located outside each residence hall. Residents are reminded to properly dispose of their household trash by depositing it inside the dumpster and not in the hallways, stairwells, kitchens, balconies or patios. All garbage should be in bags and tied before being placed in the dumpsters. The dumpsters are emptied several times a week. The minimum sanction for improper disposal of trash is \$50. Furniture, mattresses, and other large items which will not fit inside the dumpster are prohibited from being disposed of on campus. Residents found throwing or pouring items or substances (including cooking oil/grease) out of windows will be subjected to disciplinary action up to and including removal from housing.

### Laundry

Each residence hall has laundry facilities for residents' use only. Laundry facilities are centrally located in each residence hall. Please use the trash cans in your laundry room to keep it clean and orderly at all times. Please use caution when operating machines. Overloading machines can cause tears to articles being washed, as well as create the potential for an electrical fire. Residents are encouraged to stay with their laundry; UM nor Housing and Residence Life

are responsible for lost or stolen articles in the laundries. The laundry is a coinless service and part of your overall cost to live on campus. For your convenience, non-residents are not allowed to use the laundry facilities. Violators of this policy will be fined and not allowed to visit any of the residence halls. Residents are not allowed to use the machines to wash non-resident clothes. If you violate this privilege, then you will be fined. If a washer or dryer breaks down, please post an "OUT OF ORDER" sign on it and notify the Housing office at 6235.

### Mail Service

Each resident is assigned a UM post office box for receiving mail. The post office is located on the first floor in the SUB (Farmer Hall). You should check your box regularly since this is where you will receive all University correspondence.

### Maintenance

The University's Physical Plant provides residence hall maintenance. All repair requests must be reported to the Housing office at 665-6235, or log onto [http:// www.myschoolbuilding.com/myschoolbuilding/msb](http://www.myschoolbuilding.com/myschoolbuilding/msb) to report your maintenance requests directly to the Physical Plant. It is important that you include a complete, specific, and accurate description of the necessary repair. The more specific you are the faster your repair is likely to be made. Emergency situations such as no lights or electricity, severe leaks, etc. , should be reported immediately to the Housing and Residence Life office or the RA on duty. If after 5pm, you should contact the UM Police Dispatch at 665-6155 for assistance. To log on to the work order program from School Dude MaintenanceDirect, please follow the instructions below. SchoolDude is a web-based program that allows users to request work orders from any web-accessible computer.

### Using MaintenanceDirect

(Initial Set-up)

1. Log into <http://myschoolbuilding.com>
2. A screen will be displayed that requests an Organization Account Number; Enter **35248877** and click "Submit Organization." (If you have previously visited this site, this screen may not appear.)
3. On the next screen, enter your University of Montevallo email address and click "Submit." Maintenance Direct uses your UM email to identify you in the system.
4. If you are a new user, the system will not find your email address. You will enter your last name and then click "Submit." Then enter your first name and phone number, then click "Submit."
5. You will then choose the location, area (if applicable be very specific in order for the technicians to find your maintenance issue in a timely manner).
6. Select the problem type that best describes your issue. Please submit one (1) work order per request. For example, if you have a leaky faucet and a broken window, you will need to complete two (2) work orders.
7. Then describe your problem in detail.
8. Enter the Submittal password, which is **falcons**.



9. If you have any questions using MaintenanceDirect, you may download the MaintenanceDirect User Manual.

### MicroFridges

Housing and Residence Life has a limited number of MicroFridge units for rental. A MicroFridge is a refrigerator, freezer, and microwave unit in one. They have a patented circuitry which allocates the power usage between the microwave and refrigerator. This keeps the unit from overloading the wiring in the building.

#### Availability

Because there is a limited number of MicroFridges available, they are rented on a first come, first serve basis. There is a limit of one MicroFridge unit per room.

#### Rental Fees

The rental contract for a MicroFridge is for the entire academic year, from the beginning of school in August to the end of the school year in May. The cost for the academic year rental is \$160.

#### Delivery & Moving

The MicroFridge will be delivered to your assigned room no later than the first week of school. You are not allowed to move your MicroFridge yourself. If you change rooms, your unit will be moved by Housing and Residence Life in order to ensure the unit is not damaged in the move.

#### Returning Your MicroFridge

You must clean the fridge, freezer, and microwave and replace any accessories. Leave the doors open on the unit and lock the unit in your room when you checkout.

#### Damage/Cleaning Charges

Replace roller ring in microwave \_\_\_\_\_  
\$17.50  
Replace glass turntable, shelf \_\_\_\_\_  
\$15.00  
Replace ice scraper \_\_\_\_\_  
\$5.00  
Damages to unit \_\_\_\_\_  
\$10.00-\$50.00  
Cleaning charge \_\_\_\_\_  
\$25.00  
Unauthorized move of unit \_\_\_\_\_  
\$25.00  
Checking out without notifying HRL \_\_\_\_\_  
\$50.00

#### Who's Responsible?

The MicroFridge unit is assigned to the student who completes the rental agreement. This student will be responsible for all damages and charges. Should both roommates submit a rental agreement, the first contract received will be the responsible student, and the second agreement will be returned. Housing and Residence Life will make repairs attributable to normal use or defective parts.

#### Loss/Damage/Failure to Return

You are responsible for the replacement cost of the unit if it is lost, stolen, or not returned at the end of the agreement period. Any repairs or damages that are not the result of normal use will be charged to the responsible student. Any missing accessories, such as roller rings, ice scraper, shelves, or microwave turntables will be charged to the student.

#### What if I withdraw in the middle of a term, or at the Holiday break?

There will be no refund of the rental fee or any portion of the rental fee. However, you may transfer the contract to another student. The contract transfer must take place in the Housing and Residence Life office. The student taking over the contract must come to the Housing and Residence Life office in person. The new rental agreement must include the MicroFridge unit number. If you checkout of the halls without notifying the Housing office, you will be charged a \$50 fine.

#### \*Note\*

Don't forget to defrost and clean your MicroFridge before you checkout. If this is not done properly, there will be a charge to your student account. Unplug your unit at least 24 hours before you want to clean it to allow any ice in the freezer to melt.

#### Pest Control

Housing and Residence Life has all halls treated for pest control regularly. Special problems should be reported to Housing and Residence Life office at 665-6235. Problems will be responded to as quickly as possible and will require the resident's cooperation in ensuring that the treatment is effective (cleaning out kitchen cabinets, windowsills, etc.). Place garbage in a sealed plastic trash bag before throwing it out. Loose garbage attracts roaches and makes pest control difficult. You play an important role in pest control. Dispose of your garbage and trash properly!

#### Telephone Service

Phone service is not provided in each room/suite. If you would like to request a phone line, then please call 1-888-757-6500 for a representative. Residents are responsible for providing a telephone. Public phones with local service are available in each residence hall.

#### \*Note\*

Cordless Phones: 2.4 megahertz cordless phones will NOT be allowed on campus. 5.8 and 900 megahertz are acceptable.

#### Vending Machines

Snack and drink vending machines are available in all residence halls. Refunds for money lost in the machines are handled by the Cashier's office. For questions related to the vending machines call the Cashiers office at 6065.

## SAFETY AND SECURITY

High priority is given to the security of residents, and this is the basis for policies regulating access into the residence halls. All of the halls except for Peck Hall are locked 24 hours a day and require an activated UM ID card for entry. Entrance through doors marked Exit Only is not permitted. The propping or otherwise obstruction of the closing of exterior doors is prohibited. UM Police monitor all the residence halls and surrounding areas 24 hours a day, 7 days a week.

### Elevator Safety

If the elevator becomes impaired while in operation, residents should press the alarm button and remain inside the elevator until help arrives, even if the doors open between floors. UM police officers and trained elevator personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should anyone else attempt to release trapped occupants or to force elevator doors open. In the event of inclement weather or a fire, do not use the elevator.

### Emergency Call Boxes

Each residence hall is equipped with at least one Emergency Call Box on the exterior of the building. Be sure you know where your building's Emergency Call Box is located. Each Emergency Call Box is equipped with a telephone touch pad and an emergency button. The emergency button automatically calls the UM Police Department and should be used for emergencies only.

### Emergency Procedures

#### Assault

Assault is a violent physical or verbal attack. Sexual assault is conduct of a sexual nature toward another person that is accompanied by actual or threatened physical force or that includes fear, shame, or mental suffering. Housing and Residence Life has a "zero tolerance" policy concerning acts of violence to self and/or others. Students who have been assaulted or have information regarding any type of assault should contact the University of Montevallo Police at 665-6155. For further information on the University of Montevallo's policy on assault and sexual harassment look in the UM Student Handbook, the Fledgling.

#### Fire/Bomb Threats

In the event of a fire/bomb threat, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests and visitors. When an alarm is sounded you must assume there is an emergency and you must follow the following steps.

- (1) REMAIN CALM.
- (2) Evacuate by the nearest safety exit stairway. (3) DO NOT USE ELEVATORS
- (4) Students with disabilities living on the first floor should exit through the main entrance. Second-and-third floor students with disabilities using wheelchairs

should proceed to the nearest exit where emergency personnel will assist them while they evacuate the building. Emergency personnel or Housing and Residence Life staff will be there to help.

- (5) After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told to do so by a responsible official. Suitable emergency shelter will be provided as soon as possible.
- (6) Return to the hall ONLY when told by Fire Department Officials, UM Police, or a Housing and Residence Life staff member.

### Inclement Weather

In the event of a Tornado Warning, all residents should report to the designated area on the ground level.

**Tornado Watch:** This means that conditions are favorable for a tornado to form in the area. Please tune your radio or TV to a local station for information and advice from local authorities or the U.S. Weather Bureau.

**Tornado Warning:** This means that one or more tornados have been sighted in the area and may strike at any time. TAKE SHELTER IMMEDIATELY when a tornado warning is issued. The Civil Defense will sound a siren to warn of a tornado in the area; radio and TV stations will also announce them. Basements, interior corridors and underground shelters offer the best protection. If you are outside, lie flat in the nearest ditch, culvert, or low spot.



### Fire Drills

To comply with state and local fire regulations and for fire safety education, unannounced fire drills are conducted every semester. All persons inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action.

### Fire Safety Equipment

All rooms/apartments are equipped with smoke detectors. Each floor in each residence hall is equipped with fire extinguishers. Fire alarm pull stations are located on each corridor of each hall. Tampering with fire safety equipment or setting off a false alarm is against the law. It also will make the system ineffective and endanger the lives of other residents. Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part

of the alarm system, fire extinguishers, smoke detectors, or exit signs is subject to severe disciplinary action, including dismissal from the residence halls, possible suspension from the University, and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

### **Fire Safety Regulations**

It is essential that residents observe the following fire safety regulations:

- (1) Do not leave appliances unattended while in use.
- (2) Do not overload electrical circuits.
- (3) No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.
- (4) The storage or use of flammable liquid or substances is prohibited.
- (5) Fireworks are not permitted.
- (6) Electrical appliances with exposed heating elements are prohibited. All appliances must be UL approved.
- (7) The use of multi-outlet plugs is prohibited, except for those with built-in circuit breakers. Extension cords are not allowed unless part of a surge protector.
- (8) Motorcycles, motor scooters, and other internal combustible engines are not permitted inside or adjacent to the buildings.
- (9) Bicycles and other personal property may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exit from the building.
- (10) Smoking is prohibited in all halls, including balconies.
- (11) In the event of a grease or food fire on top of the stove eye, do not attempt to lift the container. Simply slide the container to another stove eye that is not on and turn all stove eyes off. If the container is inside the oven, turn the oven off and leave the oven door closed.
- (12) Halogen lamps are not permitted.
- (13) Hanging anything from the ceiling is not permitted.
- (14) String hanging lights are not permitted outside your apartment/suite, including balconies.

### **Police Department**

If you are a victim of a crime or have witnessed a crime, please contact the UM Police Department at 665-6155.

### **Theft, Loss, or Damage of Personal Property**

The University is not responsible for loss or damage to personal property of residents. We encourage you to carry personal property insurance. You should check your parent's policy to see if your property is covered in your suite/apartment. If not, it is recommended that you purchase a renter's policy. Report all theft, vandalism, or attempted thefts to the UM Police Department. Be alert for persons who appear out of place or act in an unusual manner in the residence hall. Be sure to notify the UM Police Department (665-6155) of any suspicious persons immediately.

### **Theft Prevention**

Most thefts result from residents' carelessness. By observing the following precautions you can help protect your personal property.

- (1) Lock your room/apartment when out even for just a few minutes. Keep your door locked when sleeping.
- (2) Never lend your room/apartment key to anyone.
- (3) Keep your valuables in a safe place. Do not leave valuables in the open and unattended.
- (4) Report suspicious persons to your residence hall staff or the UM Police (665-6155).
- (5) Do not prop locked outside doors and stairwell doors. Be certain they close and lock behind you.
- (6) Do not allow anyone other than guests for which you are responsible to enter the building behind you.
- (7) Do not remove window security clips.
- (8) Report lost keys or UM ID cards to the Housing office immediately.
- (9) Keep your vehicle locked at all times.
- (10) Do not leave valuables in plain sight inside your vehicle
- (11) Report damage, loss, or theft of vehicles or property within vehicles to UM Police immediately.

### **Weapons, Firearms and Explosive Devices**

The following are strictly prohibited in or around residence halls and may not be stored in vehicles parked on university property or on streets adjacent to university property:

- Firearms, including rifles, handguns, air guns, paintball guns, pellet guns, shotguns, and pistols.
- Ammunition for firearms or any explosives such as dynamite cartridges, bombs, grenades, mine explosive devices, including fireworks and firecrackers.
- Bowie knives, daggers, slingshots, crossbows, leaded cans, switchblade knives, blackjacks, metallic knuckles or any other weapons.

A gun permit does not authorize a resident or visitor to bring firearms into UM buildings or kept in vehicles on UM property under any circumstances. Students possessing these items may be removed from Housing.

## **RESIDENCE HALL DISCIPLINE**

### **General Expectations**

In the residence halls where a large number of people with varying lifestyles live in such close proximity, rules and regulations are necessary to promote the general welfare of the community. There are some behaviors which cannot be tolerated since they disrupt the development of a positive community atmosphere and because they infringe on the rights of other students. It is your responsibility as a resident to be familiar with and abide by the guidelines that have been established. You will be held accountable for your actions and the actions of your guests if you fail to adhere to these guidelines. Infractions of residence hall policies and regulations may result in disciplinary action including dismissal from the residence hall. We have a

responsibility to the student and the community, and we will not hesitate to terminate the Housing Contract of a student who disrupts the welfare of the residence hall community.

### **Residence Hall Regulations**

Students living in the residence halls are subject to the Student Disciplinary Policies and Procedures, including the Student Conduct Code which is contained in the UM Student Handbook, *The Fledgling*. In addition to the Student Conduct Code, residents are also subject to the policies and procedures contained in this handbook. Housing staff may enter a room if they have reason to believe a safety or policy violation has occurred.

### **Residence Hall Judicial Procedures**

It is the responsibility of all members of the residential community to report violations. Violations can be documented by any member of the residential community or University staff. All violations which occur on the premises of the residence hall (including but not limited to outdoor grounds, parking areas, and outdoor recreation areas) will be adjudicated by the Housing and Residence Life office. Once a student has been notified by a staff member of Housing and Residence Life of an alleged violation in writing, that student has three business days to have a Judicial Hearing with the Assistant Director of Housing (or designee of Housing and Residence Life office). A student will be considered “notified” when he/she has received written notification or once notification has been delivered to his/her room. A business day is defined as a day when the business offices of the University are in operation. It is the students’ responsibility to schedule a Judicial Hearing with the Assistant Director of Housing or designee. In addition to the Residence Hall discipline procedures defined above, violations of local, state, and federal codes and statutes are subject to criminal prosecution in the appropriate court.

### **Violations of Policy**

Students who violate any University policy should expect some form of disciplinary action. Charges of violation of hall policies brought by staff members or other residents are considered dealt with in one of these ways:

- The Hall Director may handle the incident within the hall.
- The Assistant Director or Director of Housing may determine the sanction when the incident report is received.
- The case may be referred to the campus-wide Justice Council. Sanctions from the Justice Council can include Housing points and University points as part of the same violation.

### **Sanctions**

If the Director or Assistant Director of Housing sanctions you, you will receive a written notice delivered by your RA. This notice will include the charge(s) against the student and a sanction for this violation. If the student accepts responsibility for the violation, he or she should

comply with the terms of the sanction indicated in this notice by the deadline given. If the student does not accept responsibility for the charge(s), he or she should call to make an appointment for a behavior meeting with the Assistant Director of Housing. Penalties include, but are not limited to, letters of reprimand, warnings, policy tests, community service, fines, and suspension or eviction from the residence hall system. The specific sanction will be determined by the severity of the violation and the student’s behavioral record.

### **Housing and Residence Life Sanction Guidelines**

If the student is found to be in violation of a policy or procedure, the Judicial Hearing adjudicator will determine the sanction or sanctions to be imposed. It is important to note that the sanction guidelines are intended to be the recommended format for the adjudicator. It is possible that an adjudicator may choose to deviate from these guidelines. Subsequent or repeated violations of a policy may result in more serious sanctions. If a student has a subsequent violation of residence hall policy, previous violations will be taken into consideration when imposing sanctions. Serious violations of residence hall conduct codes and the Code of Student Conduct which is contained in the UM Student Handbook, *The Fledgling*, will be reported to the Director of Housing and Residence Life and/or University Student Judicial Affairs Officer. Sanctions can include any combination of the following:

- (1) **Points:** Students may receive anywhere from 1 to 6 points depending upon the offense.
- (2) **Counseling:** A dialogue between the Assistant Director of Housing and the student to correct the behavior and to inform the student of the consequences of any further violations.
- (3) **Fine:** A sum imposed for an offense or violation.
- (4) **Restitution:** An action where the student makes payment for damages to residence hall property or facilities.
- (5) **Assigned Project:** An assignment of a specific duty or work project that is related to the violation.
- (6) **Relocation:** A reassignment to another floor, room, suite, apartment or residence hall.
- (7) **Loss of Privileges:** Denial of specific privileges for a period of time.
- (8) **Residence Hall Warning:** A written notice that indicates a violation has occurred and explains that subsequent violations could result in more serious action.
- (9) **Residence Hall Probation:** A written notice that indicates multiple violations, serious and/or repeated violations of the rules and regulations have occurred. Probationary status is issued for a specific period of time, and specific restrictions may be imposed on the student. Residence Hall Probation is usually the step before a student is placed on University Probation and/or dismissed from the residence halls.
- (10) **Recommendation for Dismissal:** A recommendation that the student be dismissed from the residence hall. This recommendation will automatically be reviewed by the Director of Housing and Residence Life.



### **Sanction Points**

The University of Montevallo residence hall behavioral concerns process includes use of a point system designed to track patterns of behavioral violations. In addition to the penalties listed previously, sanction points will be assigned to your record in the Housing office. The number of points assigned for each violation ranges from 1 to 6 points, depending on the severity of the violation as well as any previous violations. Points will accumulate over the time a student lives on campus. Residents who accrue twelve sanction points can be removed from the residence halls.

### **Non-Compliance**

Failure to complete the sanction will result in additional sanction(s) and the placing of a hold on the student's account. Students with a hold on their account will not be allowed to register for subsequent terms.

### **Due Process**

Regardless of how a student's violation is handled, the student's right to due process as defined in The Fledgling student handbook will be protected, and the student will have the right to appeal the decision made.

### **Appeals Process**

If you receive a sanction for a violation, you have the right to appeal. Your appeal must be submitted in writing to the Director of Housing and Residence Life within 48 hours of receiving your sanction. An appeal request must include the grounds on which the appeal is based. An appeal will only be heard if there is:

1. An error in due process which impaired either party including:
  - a. Inadequate notice.
  - b. Failure to follow appropriate procedures during the initial hearings.
  - c. Failure to be notified of the appeals process.
2. Significant new evidence of a substantial nature based on evidence presented in a student's appeal.

As part of this appeal, you may provide any information on your behalf. You will be notified in writing of the result on the hearing. One of the following actions will occur after the appeal has been considered. The Director may:

1. Uphold the original decision and disciplinary sanction.
2. Uphold the original decision but modify the disciplinary sanction.
3. Reverse the original decision and modify the disciplinary sanction.

In the event of an appeal, the initial decision will be placed on hold until the appeal has been decided.

### **Summary Dismissal**

Summary dismissal is the immediate dismissal of an individual from Housing, as authorized by the Director of Housing and Residence Life, when the continued presence of

the student in housing constitutes a threat to the health, safety, or well being of other students or the housing facilities. At the time a student is summarily dismissed, the student will be informed of his/her right to a hearing in accordance with the Residence Hall Judicial Process. The student shall not return to housing unless, as a result of the hearing, it is decided that the student may continue to reside in Housing.

### **Disciplinary Termination of Housing Agreement**

The University of Montevallo will not refund resident's remaining portion of the Housing cost or deposit fees when termination results from dismissal for behavioral cause.

## **POLICIES AND PROCEDURES**

The policies and procedures contained in this section have been written in an effort to provide a living environment that is supportive of your academic pursuits. The policies also reflect a need to be supportive of local, state, and federal laws. The knowledge that the residential living experience has the ability to enhance academic success and general feeling of satisfaction and the belief that the total residential experience balances comfortable facilities, a comprehensive residence life program, and services. While structured policies are part of community living, the ideal community will be governed by behavior that considers respect for self, others, and facilities essential. In addition to knowing Housing and Residence Life policies, you are encouraged to become familiar with the UM Student Handbook, The Fledgling. Disregard for others or Housing and Residence Life policies, procedures, or regulations may result in a referral to the University Justice Council.

### **Abandoned Property**

Abandoned property will be disposed of as provided by Law.

### **Alcohol Policy**

1. The use of alcoholic beverages must comply with federal, state and local laws, including the regulations of the Alabama Beverage Control (ABC) Board. Use of alcoholic beverages must also comply with University regulations (see the UM Student Handbook, The Fledgling).
2. Alabama State Law prohibits the purchase, consumption or serving of beer, wine or distilled spirits by persons under the legal drinking age. It is also a violation of state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. In Alabama, the legal drinking age is 21.
3. (a) Alcoholic beverages may not be consumed or served in public areas of Housing. Public areas are generally defined as hallways, stairwells, entranceways, lobby areas, lounges, recreation areas, or outside areas such as parking areas or sidewalks on University property.  
(b) Alcoholic beverages may be possessed and consumed by person of legal age inside the resident's apartment.  
(c) Kegs or similar containers are prohibited. Containers

larger than individual bottles or cans are not permitted at any time. Beerballs, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in the residence halls.

- (d) Decorative container collections (e.g. bottles, cans, bottlecaps, etc.) are not permitted.
  - (e) Students who display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action.
- 4) Violations of the law or failure to comply with the policies presented in this document will result in civil and/or University action.

### **Business from Rooms/Apartments**

Housing rooms/apartments may not be used for business purposes of any nature. Commercial-for-profit solicitation is prohibited on University property. Housing residents may not act as agents for business firms requiring solicitation or the receiving of business offers or goods in the hall. Babysitting is prohibited in the residence halls.

### **Damage Policy**

You and your roommate(s) are responsible for the condition of the furnishings and the condition of the room/apartment. In the event of damage or abuse of furnishings or common areas (walls, doors, windows, etc.), unless a responsible party is identified, charges for damages will be divided equally among the resident(s) of the room/apartment. Residents are expected to report all damages to the Housing and Residence Life office immediately. All bills will include the cost of both labor and materials. Damages identified subsequent to a student's departure will be billed to the student's account.

### **Doors**

Any student found propping open any door will be held responsible for endangering the safety of the residents living in that residence hall. Failure to comply will result in disciplinary action.

### **Documentation**

Housing and Residence Life staff are instructed to thoroughly document in writing all violations of University policy, whether or not formal disciplinary action is appropriate at that time. Residents documented for policy violations may, upon request, receive a copy of reports pertaining to the incident.

### **Grounds**

The grounds around the residence halls are maintained by Campus Services. The removal of existing plants or setting out of additional plants must be approved by the University Housing and Residence Life office. The University reserves the right to remove hazardous or unsightly items.

### **Hall Sports**

Because of the potential for damages to the facilities,



personal injury, and disruption of the sleep/study atmosphere, the playing of hall sports within the hallways or common areas of the residence halls is prohibited. This includes, but is not limited to bike riding, roller blading, bouncing balls, etc. Residents are encouraged to use the appropriate recreational areas for these activities.

### **Harassment**

Harassment of any type will not be tolerated. This includes harassment of students, visitors/guests and University personnel.

### **Illegal Drugs/Drug Paraphernalia/Suspicion of Drug Usage**

It is against the law and University regulations for students to use, sell, and/or possess illegal or controlled drugs. These drugs are strictly prohibited on campus. Students in violation of this policy can lose Housing privileges and be disciplined by the University in accordance with its policies. Students in violation of this policy also face criminal prosecution. Failure to comply with the University's and the Department of Housing and Residence Life's drug policy can result in the following sanctions:

1. Removal from Student Housing with full payment of Contract required.
2. Referral to the Counseling Office or Substance Abuse Agency
3. Referral to the University's Justice Council for possible suspension or removal from UM.

### **Posting Policy**

Only Housing and Residence Life staff members may post and remove banners, posters, flyers, and other printed materials in the residence halls. Recognized student clubs/organizations may submit to the Housing and Residence Life office one poster for posting in each lobby area of the residence halls or one flyer (8 1/2"x11") per staff member or floor, whichever is applicable

### **Quiet Hours**

Since one of the purposes of the University is to foster learning, UM students have the right to read and study in their own room /apartment. Therefore, noise or other distractions that interfere with this right are prohibited.

1. Quiet Hours:

- (a) are from 8:00 pm - 10:00 am Sunday through Thursday, and from midnight to 10:00 am Friday and Saturday.
  - (b) are to be respected and followed.
  - (c) are enforced both inside and outside.
  - (d) lend themselves to study. Therefore, loud conversation, loud music or any other interference is prohibited.
2. If your right to sleep or study during Quiet Hours is violated, please do the following:
    - (a) Politely ask those causing the disturbance to please stop. Most people don't realize they are disturbing others and will cooperate.
    - (b) If the noise continues, tell your Resident Assistant or the RHD.
  3. During final exam times, 24-hour Quiet Hours are posted in the residence halls.

Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of time of day so as to not interfere with others' rights to sleep or study in his/her own room. This includes noise both inside and outside, whether part of an organized activity or not. If a staff member asks you to be quieter, compliance is expected. Those who violate this policy will be subject to the judicial process.

### **Sleep/Study Atmosphere**

In order to promote the academic goals of University of Montevallo students, the Department of Housing and Residence Life and its staff promote and uphold a quiet environment. We strongly believe that, above all else, a resident has the right to study and sleep in their suite/apartment without disruption. We do, however, realize that community living also involves socializing and that at times there will be noise. It is the dual responsibility of staff and residents to monitor the level of noise, keeping it at an appropriate level at all times. A staff member or resident has the right at any time to request that the noise level be decreased.

### **Smoking Policy**

Smoking or the burning of any type of pipe, cigar, cigarette, or similar product is not allowed in any residence hall, both in common areas and in individual rooms. There is also no smoking within 25 feet of the residence halls.

### **Solicitation**

No door-to-door solicitation is permitted in the residence halls. If you encounter solicitors, please ask the solicitor to leave the building immediately; we ask that you then contact the Housing and Residence Life office or one of your hall staff members.

### **Stereos/Audio Equipment**

You must be respectful when playing your stereo or other audio equipment in the residence halls. Stereos and audio equipment must be played at a reasonable time and volume that will not interfere with other residents' right to sleep or

study. Stereos and audio equipment may not be directed out of windows, balconies, or patio doors. Failure to comply with these responsibilities will result in disciplinary actions.

### **Vandalism**

There is no acceptable excuse for purposely damaging University or personal property. Any student who commits an act of vandalism will be charged for the damage and will face strict disciplinary action, including dismissal from the residence hall.

### **Verbal Abuse**

Threatening, intimidating, and/or verbally abusing anyone is not tolerated in our residence halls and is grounds for disciplinary action. Housing and Residence Life will not allow its staff members to be verbally abused while handling crisis situations and confronting potential policy violations.

### **Violence**

Housing and Residence Life has "zero tolerance" concerning acts of violence to self and/or others inside the residence halls. Acts of violence are termed as physical acts which harm or have the potential to harm self and/or others, whether in courtship or domestic violence relationships. Physical assaults are also included in these acts. Any resident engaging in such behaviors can be subject to the following sanctions:

- Immediate dismissal from the residence hall and no refund of the Housing deposit.
- Referral to counseling at the UM counseling center.
- Referral and enrollment in Anger Management course at the cost of the resident.

Once a resident's Housing Agreement has been terminated, the resident cannot reside in Housing. Residents interested in appealing should refer to the discipline process concerning appeals.



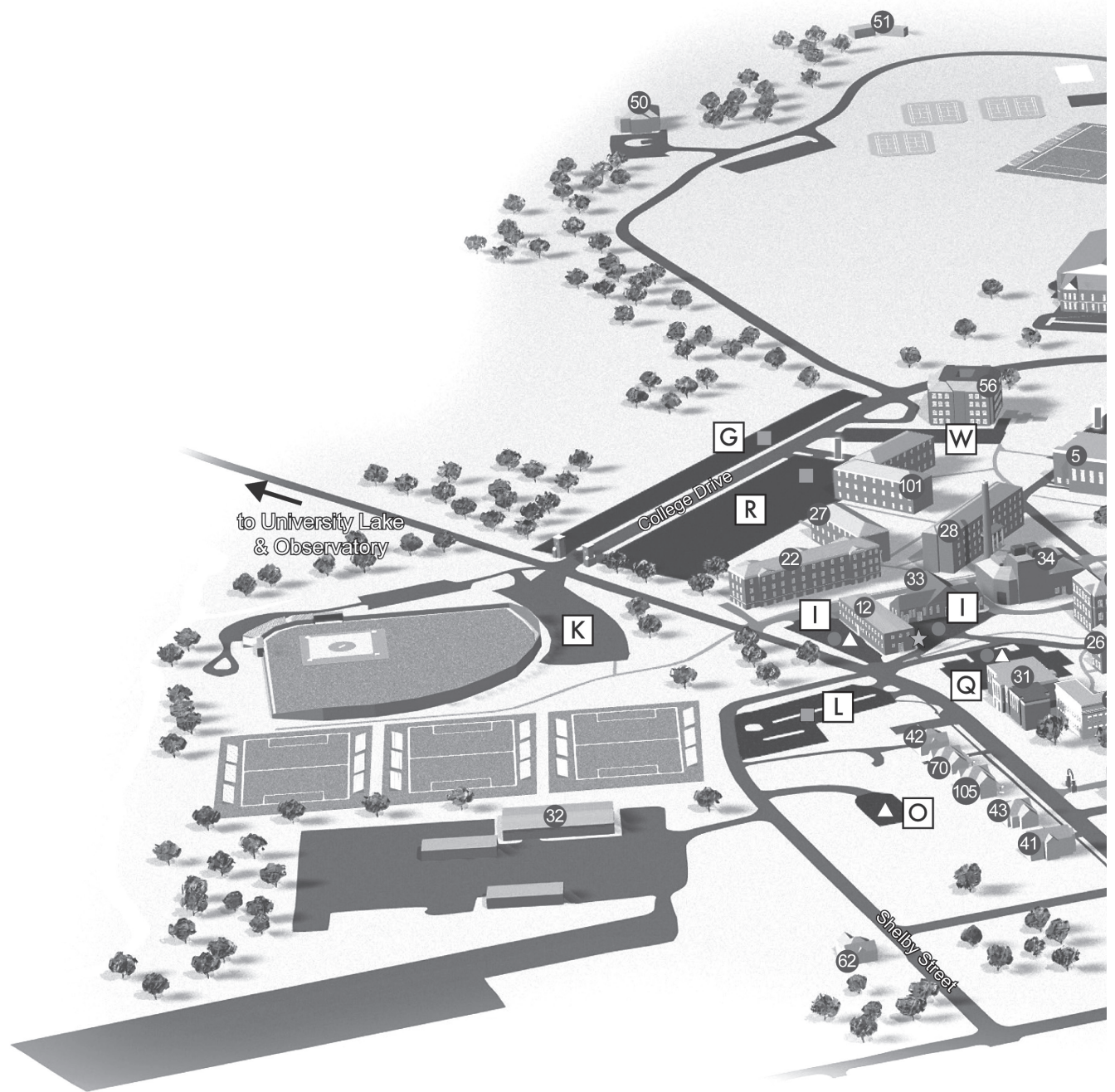
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## NOTES

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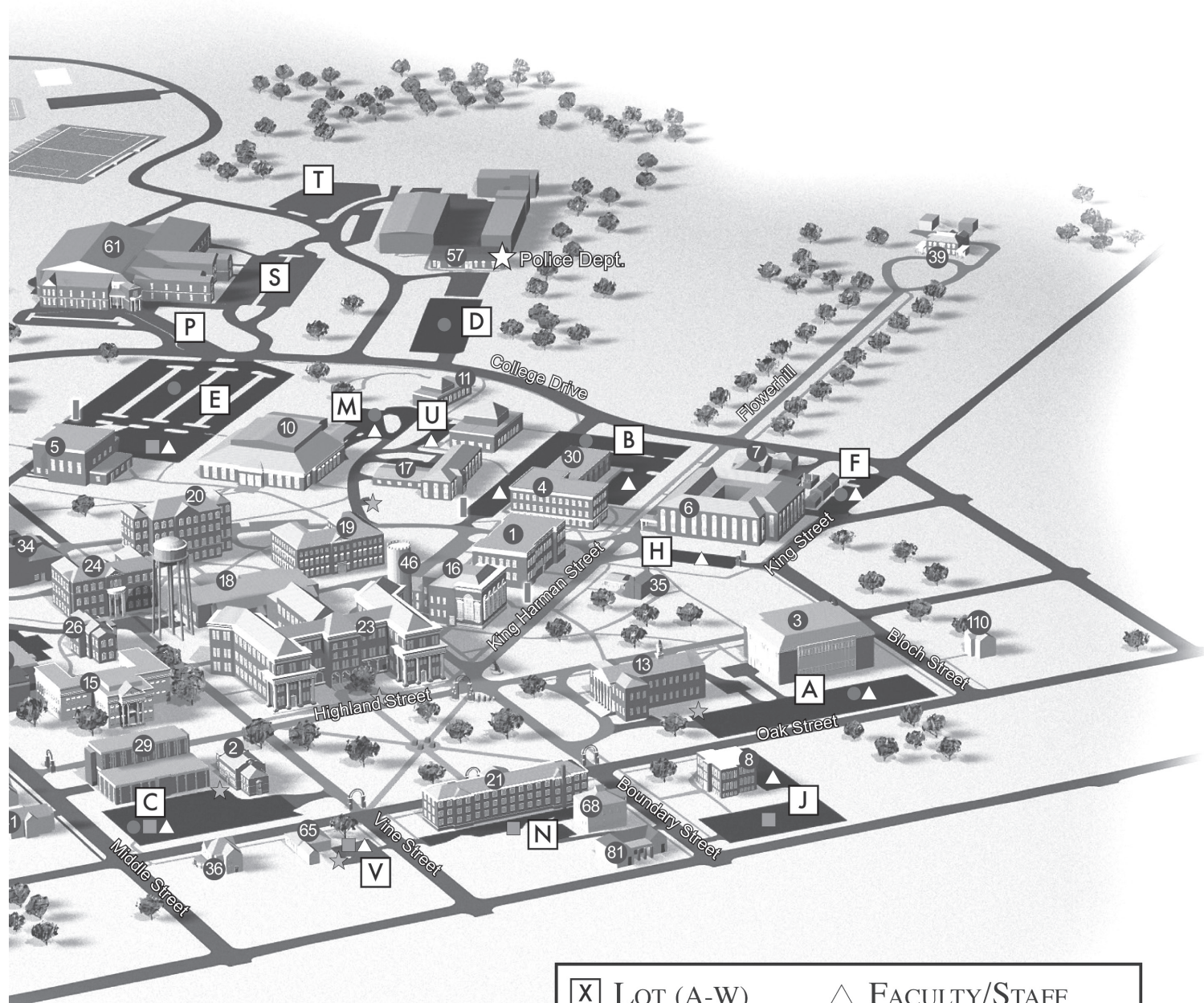


**Campus Building**

**Bldg. #**

3-D Building .....	12	Davis Hall .....	29	M
Anagama Kiln .....	51	Farmer Hall .....	17	R
Anna Irvin Dining Hall .....	18	Flowerhill .....	39	M
Bearden House .....	62	Fuller Hall .....	22	M
Bibb Graves Hall .....	5	Hanson Hall .....	19	M
Bloch Hall .....	1	Harman Hall .....	6	N
Brooke Hall .....	28	Hill House .....	7	N
Calkins Hall .....	2	International House .....	81	P
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- |  |                 |
|--|-----------------|
| [X] LOT (A-W)  | △ FACULTY/STAFF |
| ● COMMUTER   | EMERGENCY PHONE |
| ■ RESIDENT   | ○ BUILDING      |
| ★ <i>DISABILITY PARKING IS AVAILABLE IN EACH LOT</i> |                 |

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# UNIVERSITY *of* MONTEVALLO

University of Montevallo is an affirmative action, equal-opportunity institution.